

SLM Leadership & Management  
Intensive Workshop, Fall 2014 – Spring 2015

In person, 3-day workshop, offered every two years in 16 locations. The program will run from Monday – Wednesday.

**If you are unable to attend all three days, you can get CE credit for each day separately. Please note that Day 3 can be substituted by taking an online course. Instructions on how to enroll to Day 3 online alternative *Financial Management for Texas Libraries* are available [HERE](#). There is no online substitute for Day 1 – Leadership and Day 2 – Management.**

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**Day 1 (9 AM–5 PM) – Leadership | Dr. Julie Todaro**

6.5 hours of instruction

Schedule:

8:45am Registration

9:00am Start content

11:30am Lunch break

12:45pm Afternoon content

5:00pm Workshop ends

*Main content sections: Understanding city/county government, library vision/mission, building relationships & partnerships, effective communication, leadership skills.*

Monday contents, participants will:

- Understand what it means to be a leader and how this differs from management.
  - Understand the library's governing structure, the powers of its board, its relationship to other government levels and community organizations and their role within that ecosystem.
  - Develop and promulgate a vision for library services.
  - Learn how to build effective relationships and partnerships with members of the library board, staff, community, and other libraries
  - Learn the skills needed to conduct effective meetings.
  - Make effective verbal presentations and produce concise and effective written communication.
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**Day 2 (9 AM–5 PM) – Management | Dr. Julie Todaro**

6.5 hours of instruction

Schedule:

8:45am Registration

9:00am Start content  
11:30am Lunch break  
12:45pm Afternoon content  
5:00pm Workshop ends

*Main content sections: management responsibilities, HR issues and overall library policies & procedures.*

Tuesday content, participants will:

- Become aware of the primary responsibilities of a library manager.
  - Learn about management styles and determine their own style.
  - Know the difference between policy and procedure creation and understand the importance of having approved policies in place.
  - Develop a greater understanding of key aspects of human resources issues within a library such as hiring, retaining, firing and performance evaluation of employees and volunteers.
  - Comply with relevant state and federal laws pertaining to employment and personnel.
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### **Day 3 (9 AM–3:30 PM) – Financial Management | Arta Kabashi**

6 hours of instruction

Schedule:

8:45am Registration  
9:00am Start content  
12:00pm Working lunch  
3:00pm Workshop ends

*Main content sections: Budgeting & Planning*

Wednesday content, participants will:

- Understand the importance of implementing accepted accounting practices and procedures, and complying with state, local, and federal audit requirements.
- Develop, justify, negotiate, administer, and evaluate a budget, understanding the role of the board and other officials in these processes.
- Apply appropriate processes to purchasing services and products.
- Develop, implement, and evaluate short and long-range plans, with measurable objectives, based on community analysis, library information, and stakeholder involvement.